

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>50125</b>
Function No. 50000 —Payroll Accounting	<b>TOPIC</b>	<b>PROGRAMMATIC DATA</b>
Function 50100—Introduction to Commonwealth Integrated Payroll/Personnel System (CIPPS)	<b>DATE</b>	June 2004

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## Overview

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**Introduction** Programmatic data is used to classify and record the various types of pay and benefits processed and disbursed through CIPPS into the state's general ledger system, the Commonwealth Accounting and Reporting System (CARS). CIPPS programmatic data is established for each employee during the new hire process. See CAPP Topic 50305, *New Employee Adds*. To charge payroll disbursements to agency expenditures appropriately, each employee must have single or multiple programmatic data records, which total 100 percent of the payroll costs. If no programmatic record is established for an employee, all of that employee's pay and benefit information is recorded to the agency's specified default programmatic coding. This may require the agency to prepare an ATV (Agency Transfer Voucher) to reclassify the charges into the correct funding classifications.

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## Establishing NSSA Programmatic Data

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**NSSA Tables** Each agency must establish and maintain their NSSA programmatic data table. This table validates each employee's CIPPS programmatic data against existing CARS coding during CIPPS data entry.

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**NSSA Errors and Error Correction** If agencies attempt to enter NSSA programmatic coding that has not yet been established in CARS, error messages appear on the screen during data entry. These messages indicate that some or all portions of the coding may be incorrect. If this occurs, contact the appropriate individual within your agency to have the CARS funding information established and enter the NSSA programmatic data at later date. For simple data entry errors, once the error is corrected on-screen, the coding will be accepted. After the online data verification process the NSSA programmatic data is entered into CIPPS at an agency level. The programmatic data is then available for use by the agency at the employee level. The programmatic data is available for use in CIPPS the following day if entered into NSSA by 4:00 p.m. Data entered after 4:00 p.m. will not be established until the following night, delaying availability by one day.

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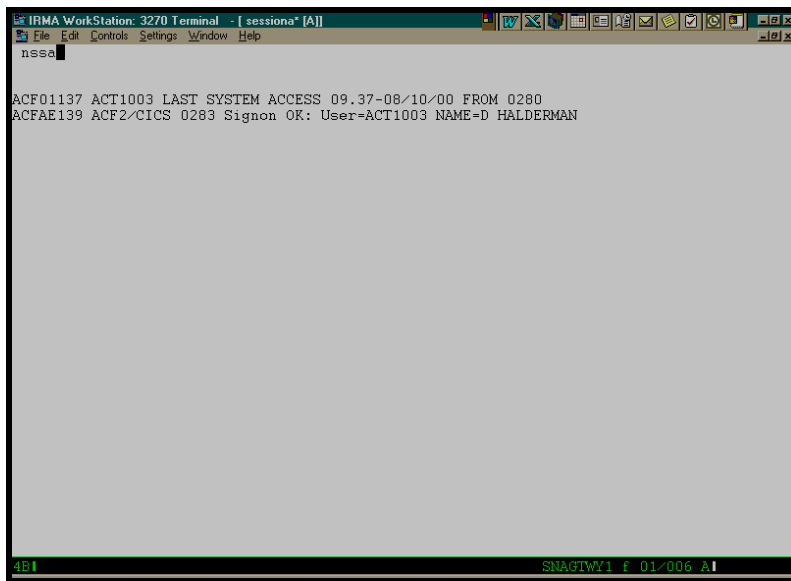
## Establishing NSSA Programmatic Data, Continued

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**NSSA Security** Security to enter programmatic data is given whenever a CIPPS Security Authorization Request form is received at DOA for update capabilities in CIPPS. NSSA access is also available on an individual basis upon request. See CAPP Topic 50210, *User System Security* for procedures and the DOA web page for a copy of the form.

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**NSSA Data Entry** Follow routine CIPPS logon procedures through successful CICS Logon (screen 3, page 6, CAPP Topic 50110, *Screen Navigation*). Then continue using the steps below:



**HOME POSITION** Enter NSSA and press the Enter key. The following screen will appear.

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## Establishing NSSA Programmatic Data, Continued

### NSSA Data Entry, continued

#### **UPDATE CODE**

You cannot change an existing record. Enter one of the following values:

<b>Value</b>	<b>Description</b>
<b>A</b>	Adds a new record in table.
<b>D</b>	Deletes an old record from table.

#### **COMPANY NO.**

Enter the agency number preceded by 2 zeroes (5 positions).

#### **FUNDING AGENCY**

Only required if different from company number (3 positions).

#### **COMPANY ACCOUNT CODE**

Enter alpha/numeric agency unique coding that represents actual CARS coding. This can be used to reduce data entry requirements at the employee programmatic data entry level.

This field may also be the actual CARS coding starting with Fund and ending with Cost Code. If so, it must be 27 positions in length segmented according to the CARS EQUIVALENT field described below.

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## Establishing NSSA Programmatic Data, Continued

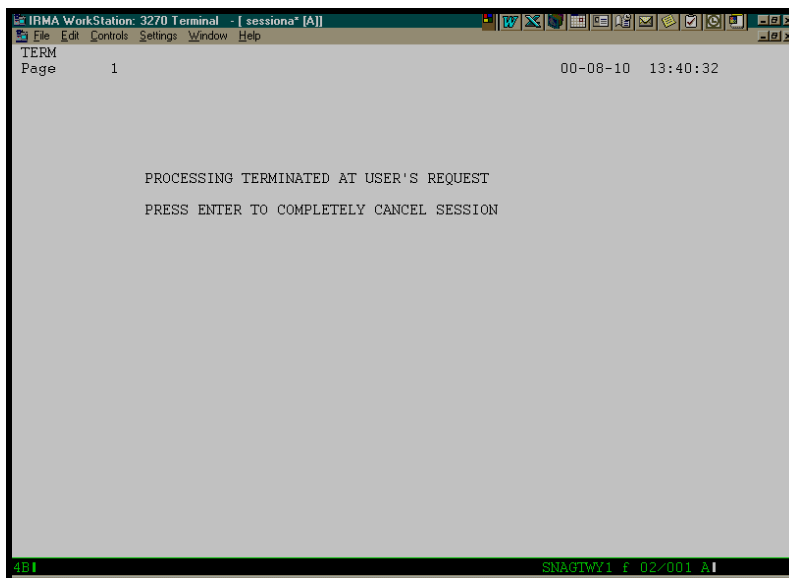
### NSSA Data Entry, continued

#### **CARS** **EQUIVALENT**

Enter the CARS coding as follows:

<b>FUND</b>	4 position fund
<b>PGM</b>	3 position program
<b>SPGM</b>	2 position sub-program
<b>ELEMENT</b>	2 blank spaces (unless other values are used)
<b>OBJECT</b>	4 position object code
<b>PROJECT</b>	5 position project code
<b>TASK</b>	2 position task code
<b>PHASE</b>	2 position phase code
<b>COST CODE</b>	3 position cost code

Once all information is entered, press the Enter key. If there are no errors a screen with the message 'TRANSACTION ADDED SUCCESSFULLY, PRESS ENTER TO CONTINUE' will appear. Press the Enter key to continue adding records to the NSSA table. Another blank screen will appear. If no further entry is required, press the PF24 key to cancel the session. Once the session is terminated, the screen below will appear.



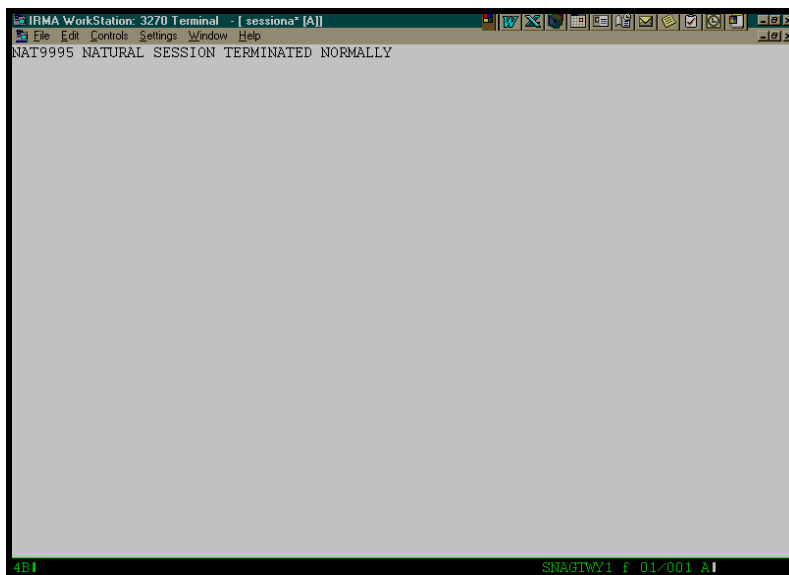
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## Establishing NSSA Programmatic Data, Continued

### NSSA Data Entry, continued

Press the Enter key again to completely cancel the session. The following screen will appear:



To...	Enter the word...	And...
Logoff and return to the DIT Network screen,	LOGOFF in the home position,	Press the Enter key.
Continue data entry in NSSA,	NSSA in the home position,	
Log into CIPPS,	MCIP in the home position,	

## Establishing CIPPS Employee Programmatic Data

### CIPPS Employee Programmatic Data

Once programmatic data has been successfully entered into CIPPS agency level programmatic data through the NSSA table, the following day it may be established at the employee level using HMBU1. Every employee must have at least one R1 (Regular earnings programmatic data) record equal to 100%. This ensures the agency is properly charged for the employee's pay and fringe benefits and will avoid the need for the agency to complete an ATV. Reference CAPP Topic 50110, *CIPPS Navigation*, when cloning and deleting programmatic records.

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## Establishing CIPPS Employee Programmatic Data, Continued

### HMBU1 Data Entry

HMBU1 stores the programmatic data for the distribution of an employee's gross pay and fringe benefits to the CARS. Access HMBU1 by completing the appropriate information on the command line.

```

IRMA WorkStation: 3270 Terminal - [session* [A]]
> GUH                                     ON HMBU1

----- GENERAL LEDGER CODES -----
COMPANY 00000  EMPLOYEE NO 000000000000  PAY TYPE  __  SEQUENCE NO  000
NAME
COMPANY ACCOUNT CODE _____

CARS FUNDING AGENCY ----> 00000
CARS FUND/FUND DETAIL -->
CARS PROGRAM ----->
CARS SUB PROGRAM ----->
CARS ELEMENT ----->
CARS OBJECT ----->
CARS PROJECT ----->
CARS TASK ----->
CARS PHASE ----->
CARS COST CODE ----->
CARS PERCENT -----> 000

09/26/00  15:06:39  1 M3LL CIP5  ____

3BI                                     SNA0TWY1 b 09/002 A I

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#### **PAY TYPE**

Enter the type of pay the accompanying line of programmatic data is distributing (R1, O1, etc.). Refer to Additional Programmatic Pay Type section that follows. R1 (regular pay) is the standard pay type that must be entered for each employee. Overtime and special pays are distributed according to the R1 record if programmatic is not established for those pay types.

#### **SEQUENCE NO**

Enter in numerical sequence the number of records of programmatic information that pertain to a specific Pay Type. For each pay type, the sequence number should begin with 001 and be consecutively numbered.

#### **COMPANY ACCOUNT CODE**

Enter the Company Account Code as entered in the NSSA table that relates to the specific CARS coding to be charged.

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## Establishing CIPPS Employee Programmatic Data, Continued

### HMBU1 Data Entry, continued

**CARS FUNDING AGENCY** Enter the agency number of the funding agency preceded by two zeroes.

**CARS PERCENT** Enter the percentage associated with this unique coding and press Enter. The total of all the programmatic records by Pay Type must equal 100%.

After completing the fields above, CIPPS automatically completes the fields between the CARS Funding Agency field and the CARS Percentage field with the CARS coding associated with the company account code shown.

**Employee Level Errors** If an error message displays when entering the employee's programmatic data, verify all data entered with that established on the NSSA table; there must be a difference between the two entries. If NSSA data is missing, enter that data and establish the employee programmatic data at a later date.

## Additional Programmatic Pay Types

**Programmatic Pay Types** If the R1 (Regular Pay) funding information established during the New Hire process is incorrect for the type of pay due the employee (e.g., annual leave payout, OT1 or OT2 payments earned in other cost centers), an additional programmatic record must be entered. Each programmatic is distinguishable through the use of the Pay Type field. Use the following Pay Type values when establishing the programmatic data during the new hire process:

Pay Type	Description
R1	Regular earnings
O1 (alpha)	Overtime 1 (OT1) earnings
O2 (alpha)	Overtime 2 (OT2) earnings
S2	Shift 2 Differential earnings
S3	Shift 3 Differential earnings
01 - 99 (numeric)	Special Pay Number assigned to each earnings

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## Additional Programmatic Pay Types, Continued

### Programmatic Hints

When paying an employee, expenditures are based on the employee's R1 programmatic information or the agency default coding if the R1 information is missing. The following charges will occur automatically:

- Overtime payments (OT1 and OT2) will be charged to the employee's R1 programmatic record but the object code will be changed to either the wage or salaried overtime object code.
- Certain Special Payments are automatically charged to the correct object code while still using the R1 funding information. Refer to CAPP Topic 50510, *Special Payments*, for a complete list of these special pay types.

### Programmatic Reports

Three following reports facilitate the review of programmatic information:

Report	Title	Description
U022	Detail Payroll Expenditures Report	Displays how each employee's payroll and benefits are posted and charged in CARS.
U033	Detail Payroll Expenditures by CARS Coding	Displays totals by each programmatic record per employee.
U029	CIPPS GLI Default Report	Displays programmatic errors by employee and employees who have no programmatic records.

## Internal Control

### Internal Control

Ensure all funding information has been approved and established for agency use in CARS prior to entry into CIPPS.

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## Records Retention

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**Time Period** All source documents must be retained for 5 years or until audited, whichever is later.

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## Contacts

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**DOA Contact** Director, State Payroll Operations  
Voice: (804) 225-2245  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

Payroll Business Analyst/Trainer  
Voice: (804) 225-3120 or (804) 225-3079  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

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## Subject Cross References

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**References** CAPP Topic No. 50110, CIPPS Navigation  
CAPP Topic No. 50305, New Employee Adds  
CAPP Topic No. 50515, Special Payments

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